

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**Special Education Coordinator**

Job Description

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**REPORTS TO:** Director of Special Education

**STATUS:** Exempt

**Term:** 226 Days

**PRIMARY PURPOSE:**

Coordinate district special education programs to ensure special education services and provide individualized programs for students with disabilities. Coordinate other non-special education programs and services assigned to the department.

**QUALIFICATIONS:**

**Education:**

Master's degree

Mid-management Certificate, Principal Standard Certificate or Supervisor Certificate, preferred

Valid teaching certificate with special education endorsement, preferred

**Special Knowledge/Skills:**

Knowledge of special education laws and programs

**Experience:**

Three years special education teaching experience

Such alternatives to the above qualifications as the Board may find appropriate

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Represent the department on behalf of the director as needed or assigned.
2. Maintain the functions of the Special Programs office in the absence of the director.
3. Ensure that student progress is evaluated on a regular, systematic basis, and the findings are used to make the special education programs more effective.
4. Serve as resource person for admission, review and dismissal committees as needed.
5. Obtain and use evaluative findings, including student achievement data, to examine special education program effectiveness.
6. Develop training options and/or improvement plans to ensure the best operation in the area of special populations.

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7. Coordinate and provide training and support for personnel, which may include teachers and instructional aides.
8. Ensure compliance with federal and state law, State Board of Education rule, and the local board policy in the area of special education.
9. Coordinate services from contracted agencies.
10. Recommend budget and cost estimates for appropriate programs and compile budget data as needed to apply for and secure grant monies.
11. Compile, maintain and file all district, state and federal reports, records and other documents required
12. Communicate with staff, parents and community on the district's mission and special population's policies and programs.
13. Contribute to the recommendation of sound policies directed toward program improvement.
14. Establish and maintain open lines of communication by conducting conferences with parents, students and teachers concerning vital issues.
15. Demonstrate awareness of district/community and parent needs and initiates activities to meet those needs.
16. Serve as administrative liaison to coordinate district Homebound services and special transport services including ESY.
17. Make sound recommendations relative to personnel placement, transfer, retention and dismissal.
18. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement.
19. Perform other duties as may be assigned.

## **WORKING CONDITIONS:**

### **Mental Demands:**

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Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress

**Physical Demands/Environment Factors:**

Frequent district and occasional statewide travel; frequent prolonged and irregular hours; moderate standing, walking, and bending; occasional lifting up to 35 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_